

(10) FAA/facility agreements in effect; e.g., agreement on frequency of submittal of minor design changes.

(11) Plant layout.

(12) Organizational chart.

(13) Major processes.

(14) Unusual features of the product, manufacturing and inspection methods, or design approval system.

(15) Self-disclosure items under Order 2150.3, Compliance and Enforcement Program, Compliance and Enforcement Bulletin No. 92-2, Reporting and Correction Policy and Implementing Guidance for Holders of Production Approvals.

(16) Special emphasis items recommended by the PI and AE.

(17) System element assignments (when more than one evaluator is selected).

(18) Access information, including facility point of contact.

(19) Lodging information.

(20) Information for other countries or jurisdictions as specified in appendix 11.

(21) Equipment required; e.g., notebook computer, safety shoes, and coveralls.

c. **The team leader shall coordinate** assignments, requirements, and arrangements with team members as far in advance of the evaluation as possible, but no later than 30 days prior to the evaluation. Notify team members immediately of changes in schedule, assignments, requirements, and arrangements. Provide copies of all relevant facility documents to team members, when feasible.

**NOTE: AIR-200 will annually review the previously year's ACSEP report and identify the system elements that had the most frequent occurrence of findings and observations for the facility type being evaluated. A summary of the most frequent occurrences will be provided on the ACSEP Bulletin Board. This information may be used to assist the team leader in focusing resources in the event of time constraints.**

d. **The team leader shall forward** FAA certificate of nondisclosure (see appendix 6) to any outside support service personnel assigned no later than 35 days prior to the evaluation. Obtain signed statements no later than 25 days prior to the evaluation and forward to the facility via the PI or delegated facility AE.

e. **The team leader shall notify** the lead evaluation office immediately if there are any changes in team numbers or composition required.

f. **Coordinate** with the certificate management PI or AE, delegated facility AE, or surveillant PI when appropriate, to resolve specific planning problems relating to the facility to be evaluated.

g. **Arrange**, when appropriate, for the availability of a notebook computer and portable printer for the duration of the evaluation, and for the accomplishment of post-evaluation activities. Use of a notebook computer during the evaluation will allow for quick access and search of ACSEP documentation, and for preparation of high quality documents for presentation during the post-evaluation conference.

**58. EVALUATION TEAM MEMBER/PRINCIPAL EVALUATOR.** The team member, or principal evaluator, will:

a. **Upon notification** by the team leader, the team member will confirm availability for the evaluation, system elements assigned, and that travel arrangements have been initiated.

**NOTE: Notify the team leader immediately if you become unavailable for the evaluation.**

b. **Prior to the evaluation**, review all material provided by the team leader, the PI, or the AE appropriate to the assigned system elements. When possible, make a preliminary selection of the procedures you plan to evaluate.

**59.-64. RESERVED.**

